



Administrative Team Minutes

May 02, 2012

Present:

Anne Fischer
Diane Sarantakos
Denyvetta Davis
Lloyd Lovely **CHAIR**
Karen Marriott

Kay Bauman
Lori Hedin
Patrick Williams
Melody Kellogg - Guest

Excused:

Kim Terry
Todd Olberding

Candace McDaniel
Jim Welch

Donna Morris
Dana Morrow

NEW ITEMS

WELCOMED – Melody Kellogg, (Edmond Library Manager)

CALENDAR REVIEW

The Friends Annual Meeting is at 6:30 at Belle Isle.

REPORTS

CONSTRUCTION MANAGEMENT – Out of the Office

Administration / Commission – Out of the Office

FINANCE & SUPPORT – Lloyd stated that the budget meetings have began, and Bethany library will be closed for installation of new air conditioning May 14th through May 20th.

INFORMATION TECHNOLOGY - Anne reported that the public computers are currently being installed at the Northwest library. The sign-in monitor and the security camera monitors are both installed also. Southern Oaks desk is almost finished and ready to move into the library. The Ipads for the extensions have been set up and delivered.

DEVELOPMENT – Diane announced the Annual Friends of the Library meeting will be at the Belle Isle Library, May 15th at 6:30pm and encourages all Ad Team members to attend. The Staff Volunteer Food Drive has started and will end Friday, May 18th. The initial figures for the Literacy Voices dinner showed that this will be the biggest year yet, with Laura Bush. They're pursuing David McCullough as the author for next year. They're currently in contract negotiations.

FACILITIES MAINTENANCE – Patrick announced that Northwest is going well and they're finishing up sorting for the location. Books are still being moved in, and they're close to finishing the fire alarm and sprinkler inspections.

HUMAN RESOURCES – Lori announced that Elizabeth is out on vacation. She attended the Oklahoma HR Conference. She discussed her time at the conference, the different cases that were discussed, and the ins and outs in the HR world.

Materials & Outreach – Karen is currently working on finalizing budgets for the libraries and preparing for next year. She's working with Pauline and Heidi on a project to determine the turnaround time on sending materials out. She is also working on the gift policy.

Outreach – Out of the Office

LIBRARY OPERATION & PLANNING – Kay discussed the Strategic Plan. It will be presented to the Long Range Planning Committee Monday at Belle Isle. Chris worked on a video to help with the presentation. She announced that the Warr Acres carpet is complete.

Library Operations – Denyveta announced that the managers traveled to Tulsa for the Tri-System Retreat, this is the 6th year for the retreat. She stated that the new manager will begin working on May 14th at the Del City library, her name is Devin Mcgee.

LIBRARY OPERATIONS (HEADQUARTERS) – Out of the Office

Meeting adjourned @ 9:55